Check List for Entering SLTs (STDG005)

FMC/LO Action		Required	Completed
1	Determine SLT needed	Y	
2	Enter the SLT using the STDG005 screen	Y	
3	Run the STDGERR report to verify that no business rules have been broken..	Y	
4	Submit the SLT using the STDG005 screen	Y	
5	View errors, correct and submit the SLT using the STDG005.	Y	
6	Print the 'Certification' Form	Y	
7	Send an email to FRD showing the batch number, dollar amount, and date in the subject of the email. NOTE: If this transfer crosses FMCs, the email route must go through both FMCs. Address the email TO: Gail.J.Tiktinsky@noaa.gov and CC: Joyce.A.Bowman@ noaa.gov. Include in the email body any special circumstances (e.g. changes to object class that would not normally be allowed.)	Y	

FRD Action		Required	Completed
1	Receive the email and verify that all FMC's involved were included in the email routing.	Y	
2	View the batch to verify that no business rules are broken. This can be done by running the 'sltcheck.sql' or by running the STDGERR report that is being developed.	Y	
3	Either Approve or Disapprove the batch.	Y	
4	Respond to email with the status of the Summary Level Transfer. a. For an approved SLT an example of the text: *'SLT Batch <nnnnn> for <amount> Has Been Approved and Surcharges Will Be Applied When the Next Labor Process Is run.'* b. For a disapproved SLT an example of the text: *'SLT Batch <nnnnn> for <amount> Has Been Disapproved. <reason for the disapproval>.*	Y	